

**SO NOTED.**

**PERSONNEL BOARD MEETING MINUTES**  
**Wednesday, January 5, 2022 – 5:30 p.m.**

6. Report of **Maternal/Paternal Leave** for December 2021.

1. David Ribero	Fire Department
2. Robert Robles	Fire Department
3. Carlos Alonso	Fire Department
4. Yasser Messir Castro	Parks and Recreation Department
5. Jairo Carcamo	Parks and Recreation Department
6. James Cavallo	Police Department
7. Jose Rivera	Police Department

**SO NOTED.**

7. Request to approve the eligibility list for **Police Sergeant**.

**APPROVED 3-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

8. Request to approve the change in range for **Milander Center Director**.

*Current* Range 52: \$1,527 - \$3,128 Bi-weekly.

*Desired* Range 55: \$1,924 - \$3,755 Bi-weekly.

Copy of the job description is attached.

**APPROVED 3-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

9. Request to approve the change in range for **Communications and Special Events Supervisor**.

*Current* Range 52: \$1,527 - \$3,128 Bi-weekly.

*Desired* Range 54: \$1,799 - \$3,571 Bi-weekly.

Copy of the job description is attached.

**APPROVED 3-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

10. Request to approve the change in range for **Logistics Specialist**.

*Current* Range 46: \$1,055 - \$2,038 Bi-weekly.

*Desired* Range 49: \$1,226 - \$2,587 Bi-weekly.

Copy of the job description is attached.

**APPROVED 3-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

11. Request to approve the NEW job description for **Communications and Special Events Manager**.

Copy of the proposed job description is attached.

Range 54: \$1,799 - \$3,571 Bi-weekly.

**APPROVED 3-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

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12. Request to conduct an in-house, non-competitive civil service examination for **Communications and Special Events Manager** (*Alice Arrieta*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description is attached.

Range 54: \$1,799 - \$3,571 Bi-weekly.

**APPROVED 3-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

13. Request to conduct an in-house, non-competitive civil service examination for **Special Events Coordinator** (*Sofia Pozo Gonzalez*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description is attached.

Range 51: \$1,421 - \$2,899 Bi-weekly.

**APPROVED 3-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

14. Request to conduct an in-house, non-competitive civil service examination for **Marketing and Media Coordinator** (*John Michael Coto*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description is attached.

Range 50: \$1,403 - \$2,731 Bi-weekly.

**APPROVED 3-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

15. Request to conduct an in-house, non-competitive civil service examination for **Logistics Specialist** (*Jorge L. Duranona Llerena*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description is attached.

Range 46: \$1,055 - \$2,038 Bi-weekly.

**APPROVED 3-0.** Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

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16. Request to conduct an in-house, non-competitive civil service examination for **Banquet Service Person** (*Marvin Barrantes*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description is attached.

Range 48: \$1,184 - \$2,384 Bi-weekly.

**APPROVED 3-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

17. Request to certify the eligibility list for **Construction Supervisor I**.

**APPROVED 3-0.** Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

18. Request to hear **Unfinished Business**.

19. Request to hear **New Business**.

20. Request to hear **Comments and Questions**.

Meeting Adjourned – 6:40 p.m.

**NEXT PERSONNEL BOARD MEETING: MONDAY, FEBRUARY 7, 2022 – 6:00 P.M.**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than two (2) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.